



220 East Park

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Livingston, MT 59047

JOB SERVICE EMPLOYER COMMITTEE

November 20, 2007 Minutes of the Meeting

Jim Hunt, Chairman
Retired

Joe Bennett, Manager
Albertsons

Susy Dunn, Consumer Loan Officer
First Interstate Bank

Jim Durgan, Commissioner
Park County

Manny Goetz
Yellowstone Country Motors

Hillary Johnson, Residential Director
Counterpoint

Gary Kane, Principle
Livingston Park High School

Larry Lahren, Chair
Park County Commissioners

Jane Wynne Larkin, E.D.
Frontier Assisted Living

Gail McCormick, President
Hallett Minerals

Ed Meece, City Manager
City of Livingston

Patty Miller
Showcase Writer's Guild

Polly Miller
Park County

Dick Murphy, Commissioner
Park County

Lou Ann Nelson, Office Manager
Livingston Chamber of Commerce

Pam Payovich, Financial Dept
City of Livingston

Gay Penney, Marketing Specialist
Sky Federal Credit Union

Charlton Pino, Owner
Big Bear Contracting

Marne Reed, HR Manager
Printingforless.com

Lara Salazar, HR Specialist
Community Health Partners

Michele Severson, CSR
American Bank

Chuck Sinclair, Interim Administrator
Evergreen of Livingston

Brian Sparks, Director
Yellowstone Gateway Museum

Joyce Heiser, Manager
Livingston Job Service

MEMBERS PRESENT: Jim Hunt; Chairman, Lara Salazar; CHP, Dick Murphy; Park County Commissioner, Chuck Sinclair; Evergreen of Livingston, Pam Payovich; Accounting City of Livingston, Brian Sparks; Yellowstone Gateway Museum, Tena Versland; SGMS Principal, Zanya Betley and Susan Hanken; DLI Workforce Services.

ORDER OF AGENDA:

1. *Minutes from last meeting, October 9, 2007, stand as read.
*Bank Balance: \$621.63; \$411.00 of Job Fest; \$210.63 of JSEC.
2. *The new Navigator Program in Montana – Gail Habener.
Gail was unable to attend today's meeting because she was delayed in Missoula due to the winter storm that hit Montana last night. We will hopefully hear from her about the program at our next meeting. Meanwhile, Sue supplied hand outs from Gail about the Navigator program and members discussed the handouts. Gail is one of several "Navigators" in Montana for a new Disability Program created in conjunction with the U.S. Department of Labor and the Social Security Administration to service the Disabled Labor Force in the United States. The program will potentially open up opportunities for people to become productive in the Workforce without losing benefits. The Navigator will provide job search services needed to become employed, training, and information for people receiving monetary government assistance. Jim pointed out that the Navigator program comes at a time of low unemployment and a tight labor force.
3. *Business After Hours for 8th Grade Students and their Parents – Tena Versland

In response to concerns expressed by JSEC members concerning the work readiness of our youth, Sue contacted Tena to discuss arranging a business day for the 8th grade students of Sleeping Giant Middle School after the Business Day model that has been successful in Butte for a couple of years. The concept of the Butte Business Day arranges interviews between professionals and students in an effort to inspire students to think and plan for their futures in the workforce. Lasting relationships between several professionals and students were a direct result of this opportunity to connect and learn.

Tena talked about similar projects that the Middle School has completed in the past and shared her ideas for a similar but new approach to preparing students for the future. It will be called Business After Hours and the main idea is to involve the parents of students as well as the students themselves in the learning experience with the premise to educate and enlighten both groups for several reasons. Today's 8th grade students are part of the "why generation" and by that definition they have been instilled with a sense of entitlement that seems to have taken precedence over the practice of accountability that is more characteristic of older generations. Business After Hours will provide information and activities to help students and their parents secure the tools and steps necessary for students to plan their futures, to inspire parents to help their children in that preparation, and to inspire students to become accountable for their own future. Tena will start to arrange a tentative date for April 22nd or the 24th.

Ideas for guests and speakers include Representatives from Apprenticeship programs and Colleges to talk about the many programs available through them. Representatives from the trades and business professions will set up booths to talk about their work and answer questions. Students will be surveyed on their top three career choices and we will match a professional from those choices to participate. Representatives from Research and Analysis will speak about the future of the Labor Force, the top jobs for the future including the future of technology, and developing talent. Job Service will talk about jobs available for youth today and how to apply for them. We discussed enlisting the Billings Job Service to film different businesses and put together a show to educate students about the many businesses in their community.

4. *Incumbent Worker Training Grant Update – Small Businesses are starting to apply for the training funds. Handouts about the Grant Criteria were distributed at the meeting and are included with these minutes. Businesses who apply for grant funds will be interviewed and assessed for eligibility by the Livingston/Bozeman Business Expansion and Retention (BEAR) Team. Nine businesses have been approved for funds so far. Sue and Nancy from the Bozeman Job Service have been collecting the data for the BEAR surveys. The BEAR Assessment Team is a collaborative, community wide group of professional, trained volunteers who offer their expertise to review the data provided during the interview survey. The survey is an effective tool for businesses to use in evaluating growth potential, addressing areas of concern and obtaining resources that the business can use. The BEAR Resource Team is also comprised of professional individual volunteers who agree to provide assistance to BEAR clients in the form of two free visits to the Business. Sue has also been enlisting agencies and business owners to participate as volunteer members of both the BEAR Assessment Team and BEAR Resource Team in order to approve and distribute the funds and provide resources to Businesses who request information or assistance.

5. *Workshops and Seminars – Survey Results – Dates

Of the choices presented at the last meeting, the following votes were tabulated:

Discipline and Discharge –	8 votes
Hiring and Recruitment –	7 votes
Management and Leadership –	4 votes
Performance Management –	3 votes
Wage and Hour –	3 votes
Sexual Harassment/EEO –	0 votes

Though Discipline and Discharge received the most votes, members agreed that the first Workshop should cover Hiring and Recruitment then we'll set a date for Management and Leadership followed by Discipline and Discharge because one appropriately follows the other in the course of hiring and firing. Discipline and Discharge is ideally used only when the first two have already taken place in the workplace.

Tom Frisby, Regional Director for Job Service, arranged a speaker to facilitate one workshop for our JSEC in order to help us increase our bank. Greg Kohn from Avitus Group out of Billings agreed to participate on our behalf and will conduct a training on Recruitment and Hiring. Sue set a date with Greg for sometime in January and will finalize the date and location. She already contacted Northern Pacific Beanery as a possible location.

Jim Nys from Personnel Plus in Helena agreed to work with us to provide his training on Discipline and Discharge and Management and Leadership. Sue will check into borrowing videos from another office about Customer Service including Give them the Pickle and the Fish series out of the Seattle Fish Market. Livingston Job Service has The Ten Danger Zones for Supervisors available and any arrangements to view them can be made with Sue at 222-8907. The Ten Danger Zones are: Hiring, Performance Evaluation and Progressive Discipline, Documentation, Firing, Workplace Harassment, Discrimination, Workplace Violence, Employee Accidents, Employee Privacy, and FMLA Compliance.